

## TRAINING DOCUMENTATION FORM

### SUMMER FOOD SERVICE PROGRAM

Requirements: Summer food Service Program Sponsors are responsible to train both administrative and site personnel. Training must include the following areas:

Purpose of the Program

Site Eligibility

Record Keeping

Site Operation

Meal Requirements

Reporting Procedures

Office Procedures

Civil Rights

Audits

Retention of Records

Duties of a Monitor

Local Sanitation and Health Laws

Delivery/Monitoring Schedule

Contact Info for Problems

(See Attachment 15 of Administrative Guidance for Sponsors for more details)

There must be at least one person at each site who has received the required training. The training is more effective when offered close to the start of the Program's operation. It may be necessary to continue this training throughout the summer to ensure that administrative and site personnel are thoroughly knowledgeable in all areas of Program administration and operation.

Attendees:

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

A copy of the agenda and the names above must be maintained for five (5) years and must be available to Special Nutrition Programs upon request.

\_\_\_\_\_  
Trainer's Signature

\_\_\_\_\_  
Date

4/2010